

## **BICYCLE TRANSPORTATION ACCOUNT GUIDELINES PROGRAM SUMMARY - 2000/01 CYCLE**

For Fiscal Year 2000/01, the Bicycle Transportation Account (BTA) provides \$1,500,000 to local agencies for projects that improve safety and convenience for bicycle commuters.

To be eligible for BTA funds, a local agency must have a Bicycle Transportation Plan that complies with the following:

After July 1, 1997 and before December 31, 1999,

- O The local agency governing board must adopt the plan and certify that it complies with Streets and Highways Code Section 891.2 and the regional transportation plan; and

- O The appropriate transportation planning agency specified in Section 29532 of the Government Code must review the plan and certify that it complies with Streets and Highways Code Section 891.2 and the regional transportation plan; and

- O the Caltrans Bicycle Facilities Unit (BFU) must review and approve the plan.

Streets and Highways Code Section 891.2 describes the required elements of the Bicycle Transportation Plan.

Section 893 describes the types of projects that are eligible for BTA funds.

Section 891.4(b) requires local agencies to fund at least 10 percent of the total project cost.

Section 893.6 specifies that no agency may receive more than 25 percent of the total funds transferred into the BTA in a single fiscal year. For fiscal year 2000/01, a local agency may receive up to \$375,000.

Local agencies intending to begin projects during 2000 should submit applications for funds to the BFU by December 31, 1999. Local agencies should submit applications only for those projects with clear right-of-way and cooperative agreements with other groups such as railroads, utility districts, flood control districts, coastal commissions, etc., completed prior to award of contract.

To be eligible for a BTA grant, the environmental review process must be completed and environmental clearance obtained by July 1, 2000, the date Fiscal Year 2000-01 BTA funds become available.

Applications must include project location descriptions and an estimate of project costs including preliminary and construction engineering, right-of-way, and construction. The estimate should include only those items for which the local agency intends to claim reimbursement. For example, if the local agency does not want to be reimbursed for preliminary engineering and/or right-of-way, these items should be shown as zero costs. A detailed estimate is not needed, but the BFU needs enough information to ensure that project elements are consistent with the applicable provisions of the Streets and Highways Code.

State law requires projects to conform to the minimum design standards for bikeways in Chapter 1000 of the *Highway Design Manual*.

## **BICYCLE TRANSPORTATION PLAN PROCESS**

<b>Responsible Unit</b>	<b>Action</b>
DISTRICT	1. Notifies Local Agency of the December 31, 1999 deadline for BTA applications.
LOCAL AGENCY	2. Develops Bicycle Transportation Plan (BTP). Local governing board approves. 3. Submits BTP to the appropriate transportation planning agency for review and approval and then submits BTP to Bicycle Facilities Unit (BFU) by December 31, 1999.
BFU	4. Logs in BTP, Local Agency approval, and regional transportation planning agency approval. 5. Reviews BTP. Approves or disapproves plan based on requirements in state law.

## **APPLICATION, PROJECT SELECTION, COOPERATIVE AGREEMENT, AND PAYMENT PROCESS**

<b>Responsible Unit</b>	<b>Action</b>
BFU	1. Develops and sends Bicycle Transportation Account (BTA) information to districts by September 1, 1999.
DISTRICT	2. Sends BTA application information to local agencies by October 1, 1999.
LOCAL AGENCY	3. Completes BTA application and sends it to the Bicycle Facilities Unit (BFU) by December 31, 1999.
BFU	4. Reviews applications/projects for bicycle commuter value and compliance with the California Bicycle Transportation Act. Evaluates applications and prepares the statewide priority list. 5. Consults with Catrans Accounting to determine amount of funds available for programming. 6. Selects projects to be funded by April 30, 2000. 7. Provides applicants and districts with results of selection process. Assigns BTA numbers to selected projects. 8. Coordinates with Accounting and develops original cooperative agreements for each project.

ACCOUNTING	9.	Certifies availability of BTA funds.
BFU	10.	Signs agreements and sends to Local Agency for signature by July 1, 1999.
LOCAL AGENCY	11.	Signs agreements, develops resolutions, and sends agreements and resolutions to BFU.
BFU	12.	Retains copy of executed agreements in BTA files; forwards original to Accounting.
ACCOUNTING	13.	Provides executed agreements to Office of State Controller.
LOCAL AGENCY	14.	Develops plans, specifications, and estimates and certifies that project complies with standards in the <i>Highway Design Manual</i> , Chapter 1000. Sends copy to BFU if requested.
	15.	Awards construction contract by December 31, 2000 or requests a time extension from BFU.
BFU	16.	Approves or denies request for time extension and notifies Local Agency. If the request is denied, the cooperative agreement is void and the funds revert to the BTA.
LOCAL AGENCY	17.	Monitors project construction, accepts completed project, and requests final payment from BFU.
BFU	18.	Notifies District and requests inspection of project.
DISTRICT	19.	Inspects project for completion.
	20.	Notifies BFU that Local Agency and District accept the project as complete, or
	21.	Rejects the project and notifies Local Agency. Coordinates final project inspection with Local Agency until project is accepted and notifies BFU.
BFU	22.	Reviews and approves submitted invoice and forwards it to Accounting with request for payment to Local Agency.
ACCOUNTING	23.	Requests payment to Local Agency from the State Controller.
CONTROLLER	24.	Pays Local Agency.

**BICYCLE TRANSPORTATION ACCOUNT GUIDELINES  
PROJECT APPLICATION**

Applicant  
Agency\_\_\_\_\_

Address\_\_\_\_\_

Contact  
Person\_\_\_\_\_Phone\_\_\_\_\_

Project  
Title\_\_\_\_\_

Project Location (County or City / Cities)\_\_\_\_\_

Project Description / Purpose / Need - please include a map with north arrow and scale showing the project location, length, and project limits if appropriate.

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**PROJECT BUDGET**

<b>Funding</b>	<b>Engineering / Design</b>	<b>Right-of-Way</b>	<b>Construction</b>	<b>Total</b>
<b>BTA Funds</b>				
<b>Local Funds</b>				
<b>Other</b>				
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## **BICYCLE TRANSPORTATION ACCOUNT GUIDELINES PROJECT SCREENING CRITERIA**

The following items are minimum requirements for project eligibility and must be submitted with the application:

- 1) A Bicycle Transportation Plan that addresses Streets and Highways Code Section 891.2 (a-k) prepared and adopted by the applicant and approved by the applicant's regional transportation planning agency and the Caltrans Bicycle Facilities Unit. The plan should include copies of the local and regional resolutions adopting and approving the plan.
- 2) A resolution certifying the availability of the required 10 percent local share of the total project cost.
- 3) Documentation of completed environmental clearance.

### **PROJECT EVALUATION CRITERIA**

Has the applicant demonstrated that the project:

- |    |  |             |
|----|--|-------------|
| 1) | Will be used primarily by bicycle commuters?   | Yes___No___ |
| 2) | Has the potential to increase bicycle commuting?   | Yes___No___ |
| 3) | Is the best alternative for the situation?   | Yes___No___ |
| 4) | Will improve continuity with existing bikeways?  | Yes___No___ |
| 5) | Will provide a direct route to activity centers such as schools, employment centers, shopping, etc.? | Yes___No___ |
| 6) | Is consistent with the Bicycle Transportation Plan?  | Yes___No___ |

**Questions? Please contact:**

**Rick Blunden, Chief  
Caltrans Bicycle Facilities Unit  
1120 N Street, MS #1  
Sacramento, CA 95814  
(916) 653-0036**

**STREETS AND HIGHWAYS CODE**  
**California Bicycle Transportation Act**  
**SECTION 890-894.2**

890. It is the intent of the Legislature, in enacting this article, to establish a bicycle transportation system. It is the further intent of the Legislature that this transportation system shall be designed and developed to achieve the functional commuting needs of the employee, student, business person, and shopper as the foremost consideration in route selection, to have the physical safety of the bicyclist and bicyclist's property as a major planning component, and to have the capacity to accommodate bicyclists of all ages and skills.

890.2. As used in this chapter, "bicycle" means a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having either two or three wheels in a tandem or tricycle arrangement.

890.3. As used in this article, "bicycle commuter" means a person making a trip by bicycle primarily for transportation purposes, including, but not limited to, travel to work, school, shopping, or other destination that is a center of activity, and does not include a trip by bicycle primarily for physical exercise or recreation without such a destination.

890.4. As used in this article, "bikeway" means all facilities that provide primarily for bicycle travel. For purposes of this article, bikeways shall be categorized as follows:

- (a) Class I bikeways, such as a "bike path," which provide a completely separated right-of-way designated for the exclusive use of bicycles and pedestrians with crossflows by motorists minimized.
- (b) Class II bikeways, such as a "bike lane," which provide a restricted right-of-way designated for the exclusive or semiexclusive use of bicycles with through travel by motor vehicles or pedestrians prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted.
- (c) Class III bikeways, such as an onstreet or offstreet "bike route," which provide a right-of-way designated by signs or permanent markings and shared with pedestrians or motorists.

890.6. The department, in cooperation with county and city governments, shall establish minimum safety design criteria for the planning and construction of bikeways and roadways where bicycle travel is permitted. The criteria shall include, but not be limited to, the design speed of the facility, minimum widths and clearances, grade, radius of curvature, pavement surface, actuation of automatic traffic control devices, drainage, and general safety. The criteria shall be updated biennially, or more often, as needed.

890.8. The department shall establish uniform specifications and symbols for signs, markers, and traffic control devices to designate bikeways, regulate traffic, improve safety and convenience for bicyclists, and alert pedestrians and motorists of the presence of bicyclists on bikeways and on roadways where bicycle travel is permitted.

891. All city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted shall utilize all minimum safety design criteria and uniform specifications and symbols for signs, markers, and traffic control devices established pursuant to Sections 890.6 and 890.8.

891.2. A city or county may prepare a bicycle transportation plan, which shall include, but not be limited to, the following elements:

(a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.

(b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.

(c) A map and description of existing and proposed bikeways.

(d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.

(e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.

(f) A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities.

(g) A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists.

(h) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support.

(i) A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting.

(j) A description of the projects proposed in the plan and a listing of their priorities for implementation.

(k) A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area.

891.4. (a) A city or county that has prepared a bicycle transportation plan pursuant to Section 891.2 may submit the plan to the county transportation commission or transportation planning agency for approval. The city or county may submit an approved plan to the department in connection with an application for funds for bikeways and related facilities which will implement the plan. If the bicycle transportation plan is prepared, and the facilities are proposed to be constructed, by a local agency other than a city or county, the city or county may submit the plan for approval and apply for funds on behalf of that local agency.

(b) The department may grant funds applied for pursuant to subdivision (a) on a matching basis which provides for the applicant's furnishing of funding for 10 percent of the total cost of constructing the proposed bikeways and related facilities. The funds may be used, where feasible, to apply for and match federal grants or loans.

891.8. The governing body of a city, county, or local agency may do all of the following:

(a) Establish bikeways.

(b) Acquire, by gift, purchase, or condemnation, land, real property, easements, or rights-of-way to establish bikeways.

(c) Establish bikeways pursuant to Section 21207 of the Vehicle Code.

892. (a) Rights-of-way established for other purposes by cities, counties, or local agencies shall not be abandoned unless the governing body determines that the rights-of-way or parts thereof are not useful as a nonmotorized transportation facility.

(b) No state highway right-of-way shall be abandoned until the department first consults with the local agencies having jurisdiction over the areas concerned to determine whether the right-of-way or part thereof could be developed as a nonmotorized transportation facility. If an affirmative determination is made, before abandoning the right-of-way, the department shall first make the property available to local agencies for development as nonmotorized transportation facilities in accordance with Sections 104.15 and 887.6 of this code and Section 14012 of the Government Code.

892.2. (a) The Bicycle Transportation Account is continued in existence in the State Transportation Fund, and, notwithstanding Section 13340 of the Government Code, the money in the account is continuously appropriated to the department for expenditure for the purposes specified in Section 892.4. Unexpended moneys shall be retained in the account for use in subsequent fiscal years.

(b) Any reference in law or regulation to the Bicycle Lane Account is a reference to the Bicycle Transportation Account.

892.4. The department shall allocate and disburse moneys from the Bicycle Transportation Account according to the following priorities:

(a) To the department, the amounts necessary to administer this article, not to exceed 1 percent of the funds expended per year.

(b) To counties and cities, for bikeways and related facilities, planning, safety and education, in accordance with Section 891.4.

892.5. The Bikeway Account, created in the State Transportation Fund by Chapter 1235 of the Statutes of 1975, is continued in effect, and, notwithstanding Section 13340 of the Government Code, money in the account is hereby continuously appropriated to the department for expenditure for the purposes specified in this chapter. Unexpended money shall be retained in the account for use in subsequent fiscal years.

892.6. The Legislature finds and declares that the construction of bikeways pursuant to this article constitutes a highway purpose under Article XIX of the California Constitution and justifies the expenditure of highway funds therefor.

893. The department shall disburse the money from the Bicycle Transportation Account pursuant to Section 891.4 for projects that improve the safety and convenience of bicycle commuters, including, but not limited to, any of the following:

(a) New bikeways serving major transportation corridors.

(b) New bikeways removing travel barriers to potential bicycle commuters.

(c) Secure bicycle parking at employment centers, park-and-ride lots, rail and transit terminals, and ferry docks and landings.

(d) Bicycle-carrying facilities on public transit vehicles.

(e) Installation of traffic control devices to improve the safety and efficiency of bicycle travel.

(f) Elimination of hazardous conditions on existing bikeways.

(g) Planning.

(h) Improvement and maintenance of bikeways.

In recommending projects to be funded, due consideration shall be given to the relative cost effectiveness of proposed projects.



893.2. The department shall not finance projects with the money in accounts continued in existence pursuant to this article which could be financed appropriately pursuant to Article 2 (commencing with Section 887), or fully financed with federal financial assistance.

893.4. If available funds are insufficient to finance completely any project whose eligibility is established pursuant to Section 893, the project shall retain its priority for allocations in subsequent fiscal years.

893.6. The department shall make a reasonable effort to disburse funds in general proportion to population. However, no applicant shall receive more than 25 percent of the total amounts transferred to the Bicycle Transportation Account in a single fiscal year.

894. The department may enter into an agreement with any city or county concerning the handling and accounting of the money disbursed pursuant to this article, including, but not limited to, procedures to permit prompt payment for the work accomplished.

894.2. The department, in cooperation with county and city governments, shall adopt the necessary guidelines for implementing this article.

Bicycle Lane Account Funding By Fiscal Year				
Per Streets and Highways Code Section 2106				
<b><u>1997/98</u></b>				
6 mos. @ \$360 per annum=		\$180,000		
6 mos. @ \$1,000,000 per annum=		\$500,000	\$680,000	
<b><u>1998/99</u></b>				
6 mos. @ \$1,000,000 per annum=		\$500,000		
6 mos. @ \$1,000,000 per annum=		\$500,000	\$1,000,000	
<b><u>1999/00</u></b>				
6 mos. @ \$1,000,000 per annum=		\$500,000		
6 mos. @ \$1,000,000 per annum=		\$500,000	\$1,000,000	
<b><u>2000/01</u></b>				
6 mos. @ \$1,000,000 per annum=		\$500,000		
6 mos. @ \$2,000,000 per annum=		\$1,000,000	\$1,500,000	
<b><u>2001/02</u></b>				
6 mos. @ \$2,000,000 per annum=		\$1,000,000		
6 mos. @ \$2,000,000 per annum=		\$1,000,000	\$2,000,000	
<b><u>2002/03</u></b>				
6 mos. @ \$2,000,000 per annum=		\$1,000,000		
6 mos. @ \$3,000,000 per annum=		\$1,500,000	\$2,500,000	
<b><u>2003/04</u></b>				
6 mos. @ \$3,000,000 per annum=		\$1,500,000		
6 mos. @ \$5,000,000 per annum=		\$2,500,000	\$4,000,000	
<b><u>2004/05</u></b>				
6 mos. @ \$5,000,000 per annum=		\$2,500,000		
6 mos. @ \$5,000,000 per annum=		\$2,500,000	\$5,000,000	
Annual funding continues at \$5,000,000 per year per Chapter 644, Statutes of 1997 (AB 1020)				